

FOIA Request Template: On Client Behalf

Please read the document in its entirety (2 pages) before using the below template to create your FOIA request. You can copy and paste.

You can copy and paste the request template over into an email or another word document and attach it to an email. Send it to 6CS.SCBR@US.AF.MIL. The highlighted areas is what you will be filling out using your information or using one of the options given.

Under the Freedom of Information Act (5 U.S.C. & 522).

I, **Your Name**, am requesting the following records/documents on behalf of my client, **Clients Name**: State what documents/records you are requesting as specifically as possible, including dates and timeframes

We [**copy/paste one option below**]

do accept the removal of all 3rd party information from any responsive documents.

do not accept the removal of 3rd party information.

My client is willing to pay fees accrued during the processing of this FOIA up to **\$\$**. If the estimated fees exceed **\$\$**, please inform me first before continuing to process my request.

My Contact Information is:

Your law firm/organization affiliation

Current/valid physical mailing address

Email

Phone number

Please attach a copy of your clients non-Government ID with the signed authorization letter. (Ex. Drivers License or State ID). Do not use a CAC. A FOIA request cannot be made in a government capacity.

Do not include the below information in your Request. It is just for your understanding and guidance.

Below are explanations of Clearly Releasable and Fee Assessment.

Do not include the below sections in your request.

*Clearly releasable means that any 3rd party Personal Identifiable Information (PII) or any information that falls under one of the nine FOIA exemptions will be removed/redacted from any and all documents found that are responsive to your request. Examples of PII include: Social Security Numbers, names of other individuals excluding yourself, email addresses, birth dates, phone numbers etc.

- This also allows for a faster processing time of your request as we will not have to send the documents to our Legal Office for review.
- If you do not accept clearly releasable you will still be provided the same documents with the same redactions, and the documents will also be routed through MacDill AFB 6 AMW/JA.
- If you do not agree with any redactions made you may place an appeal. Appeal information will be provided to you in your Final Letter that will be sent to you at the completion of processing your request.
- We cannot legally release un-redacted documents. If you wish to request an un-redacted copy of responsive documents you will have to send a subpoena to MacDill AFB Legal Office. The FOIA office does not process subpoenas.

*Without the Signed Authorization letter from your client we will be unable to release any records/documents to you under the Privacy Act, as this would be a violation of the individuals Privacy. The Authorization letter also serves as proof that the individual is your client. Please attach a copy of your client's non-Government ID with the signed authorization letter.

*Applicable fees are the charges accrued from processing your FOIA request. Fees are based on the fee category and the costs of processing a FOIA, search and review time. The category for this request is "Commercial". Under this category the requester pays all document search, review and duplication costs. (Duplication costs refer to paper copies). Fees are also waived when they are below \$25. **This is not a statement or prediction that your costs will be below or at \$25.**